

SPELLING, GRAMMAR AND THESAURUS

Microsoft Word will automatically check spelling and grammar while you type. Spelling and Grammar mistakes are indicated by underlining the word or words that are incorrect. The Thesaurus allows you to find a word of similar meaning.

Automatic Spelling

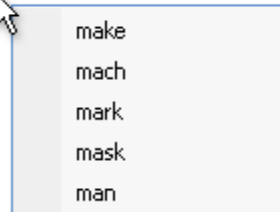
Word flags misspelled words by underlining them in **Red** while you work so that you can easily spot them.

For example:

Sometimes I mak mistakes.

You can right-click the misspelled word to see suggested corrections.

Sometimes I mak mistakes.



Automatic Grammar

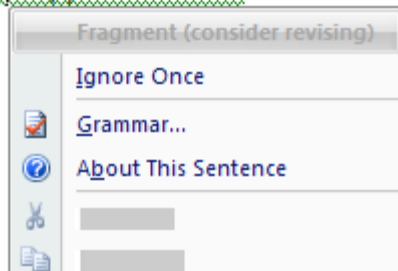
Word will flag the potential grammar mistakes by underlining them in **Green** while you work.

For example:

Grammar why problem here.

You can right-click the mistake for more options.

Grammar why problem here.



Using the Thesaurus

In Microsoft Word you can look up a word quickly if you **right-click anywhere in the word** and then click **Synonym** on the shortcut menu. Words with similar meaning will appear and give you some options to use a different word. You can select one of these or you can **click on thesaurus** and “search for” more options.

OR - On the **Review** tab, click Thesaurus. Key in the word you would like to “search for.”

